



# PROSPECTUS



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# ARCHITECTURAL DRAUGHTSMANSHIP

## FIRST YEAR PROGRAMME INFORMATION SHEET

A draughtsperson is a professional who prepares technical drawings and plans based on his or her own design or rough sketches and drawings, calculations and dimensions made by architects. This one year short course will prepare you to start your career in the architectural profession, and allow you to enter further studies in the architectural field.

Enrolment closes on 31 January annually. (In special circumstances, students will be allowed to enrol after the closing date.)

## ADMISSION REQUIREMENTS:

To enter the complete course students need to submit evidence of the following academic achievement:

A National Senior Certificate (NSC) as certified by Umalusi (or equivalent) with an achievement rating of 3 (Moderate Achievement: 40-49%) or better in four recognised NSC 20-credit subjects; an achievement rating of 2 for Mathematics or Mathematical Literacy; an achievement rating of 3 in the required official language at Home Language level; and an achievement rating of 2 in the other required language on at least First Additional Language level; one of these languages shall be English or Afrikaans.

## WHAT PROCESS NEEDS TO BE FOLLOWED FOR ADMISSION TO THE 1ST YEAR PROGRAM IN ARCHITECTURE?

- STEP 1.** Compile an electronic portfolio (max size of file should not exceed 5MB) of any artistic work done by the prospective student. The portfolio needs to proof the student's current drawing skill and artistic talent.
- STEP 2.** Complete the enrolment form (attached).
- STEP 3.** Scan and email the completed enrolment form, copy of latest available grade 12 marks, ID document and portfolio to [madelane@roodtarchitects.co.za](mailto:madelane@roodtarchitects.co.za)
- STEP 4.** On receipt of the above, we will arrange a personal / telephonic interview with you, during the interview, acceptance to the programme will be indicated to the student.
- STEP 5.** Pay registration fee & make payment arrangement with the Qualitas finance office.

For any additional information, contact Madelane Gerber:

[madelane@roodtarchitects.co.za](mailto:madelane@roodtarchitects.co.za) /

082 339 9868







# OCCUPATIONAL CERTIFICATE: ELECTRICIAN NQF 4 (360 CREDITS)

PROGRAMME	DURATION PER LEVEL
Occupational Certificate: Electrician SAQA ID: 91761	3 years (Includes knowledge, practical & workplace modules)

## TYPE OF PROGRAMME

- Currently only available as a full-time programme.

## ADMISSION REQUIREMENTS

- NQF 1 / Grade 9, with a pass in Mathematics and Science
- Learner must be 16 years or older

## ABOUT ELECTRICAL ENGINEERING

The purpose of this qualification is to prepare a learner to operate as an electrician. Installs, tests, connects, commissions, maintains and alter/repair electrical equipment, wiring and control systems. Just about everything connects to (or was made using) electricity. Every new building, from house to office park, needs electricians to make it work. The global need to greener, more efficient technology requires electricians to gain experience on new and changing technology.

## WHAT CAN I DO WITH MY QUALIFICATIONS?

On successful completion of the knowledge, practical and workplace modules of the Occupational Certificate: Electrician you will qualify to do your Electrician trade test. (Terms & conditions apply)

## ABOUT THE PROGRAMME

### KNOWLEDGE MODULES

- Health, Safety, Quality and Legislation
- Tools, Equipment and Materials
- Electricity and electronics
- Industry Context
- Wire ways and wiring
- Rotating electrical machinery
- Electrical supply systems and components
- Low Voltage protection
- Fault Finding

### PRACTICAL MODULES

- Use hand, power and measuring tools
- Plan / Prepare worksite set up for installing, wiring and connecting electrical equipment and control systems
- Install wire-ways
- Install, wire and connect electrical equipment and control systems
- Conduct pre-commission inspection (power off) and test new and existing installations
- Carry out commissioning tests
- Fault find and repair electrical control systems and electrical installations

### WORKPLACE MODULES

- Planning and preparation process for the wiring, connection, testing, inspecting, commissioning and maintaining of electrical installations and control systems
- Processes of installing, wiring and connecting of electrical equipment and control systems
- Processes of testing and inspecting of electrical equipment, control systems and installations
- Processes of commissioning electrical installations and control systems
- Maintenance processes for electrical installations and control systems





## HAIR DESIGN **NQF 4** (540 CREDITS)

PROGRAMME	NQF LEVEL	SAQA ID	CREDITS
Occupational Certificate: Hairdresser	04	102497	540

### TYPE OF PROGRAMME

- Full-time studies – The duration is three years. Tuition is face to face.

### ADMISSION REQUIREMENTS

Although the academy recommends that all learners complete grade 12, the minimum entry requirement is Grade 9 (with Mathematics).

### ABOUT THE PROGRAMME

This full time course focuses on combining theory (knowledge) with industry related practicals in a classroom environment. Students will host salon days at the campus, where they will practice what they have learnt with real clients. Training will be done under the guidance of experienced facilitators and industry experts. Workplace experience also plays a vital role as part of the qualification.

### ABOUT THE INSTITUTE

Qualitas Career Academy is an accredited institution that trains professional hairdressers. At Qualitas Career Academy we focus on giving you all the theory you need, balanced with lots and lots of practical time in a well-equipped training salon. You'll enjoy salon days where you practice what you've learnt. First you'll work with model heads (dolls) and later with real clients.

### CERTIFICATION

During the programme, learners will receive a statement of results from Qualitas Career Academy. Once learners have successfully completed their qualification, they will receive a national occupational certificate from the Quality Council for Trades and Occupations (QCTO).

### EXAMS AND ASSESSMENTS

During each semester you will complete theory and practical assessments. Throughout the semester, you'll get lots of practice and feedback to prepare you for success.

### THE TRADE TEST

To qualify as a professional hairdresser, you must complete a trade test. This happens once (and sometimes twice) a year. It is conducted by the QCTO at an approved trade test centre. The Qualitas Hair Design programme prepares learners for this and provides real-life experiences on campus so that learners can be confident when that day arrives.

### THE SALON KIT

Qualitas Career Academy wants you to look and feel like a professional from day 1. We source quality hair design instruments from salon suppliers when compiling your kit. The kit contains all items you'll need to succeed on this programme.

#### THEORY (KNOWLEDGE) MODULES

- Introductory studies for hairdressers
- Hair & Skin
- Shampoo, Condition & Treatment
- Communication & Sales
- Hairstyling
- Hair Cutting
- Chemical Hair Services

#### PRACTICAL MODULES

- Shampoo, Condition & Treatment
- Style Hair
- Cut Hair
- Colour Hair
- Provide Chemical Hair Treatments
- Professional customer service

#### WORKPLACE EXPERIENCE MODULES

- Workplace Experience modules
- Shampoo, Condition & Treatment
- Hair styling services
- Hair cutting services
- Chemical hair treatment services
- Professional client service





# BEAUTY & WELLNESS THERAPY

The Beauty and Wellness industry is an ever-changing and fast paced service industry that requires a lot of discipline and constant awareness of new developments in the Health and Skincare Industry. It is yet also a very humane and caring profession with a vast amount of career opportunities. POSSIBLE CAREER FIELDS: Beauty and Spa Therapist / Cruise line Therapist / Product house trainer / Lecturer / Salon owner.

## ACCREDITATION & REGISTRATION STATUS:

Qualitas Career Academy has been accredited by the following international bodies for Health & Skincare Therapy:  
ITEC Centre Accreditation & Registration Reference Number – X21433  
QCTO Qualification Name: National Occupational Certificate:  
Beauty Therapist  
Qualification ID: 121607  
Type of National Qualification: Occupational Certificate

## International Learning Programmes:

ITEC Diploma Beauty Specialist  
ITEC Diploma Advanced Beauty Therapy  
ITEC Diploma in Laser Therapy & Light treatments  
ITEC Diploma in Salon Management

## CERTIFICATION:

Upon successful completion students will be doing their international examinations, which will qualify them for membership of professional associations.

## ADMISSION REQUIREMENTS:

Grade 12 / Equivalent or over the age of 23

## PAYMENT OPTIONS:

Cash / Study loan / Monthly options

## REQUIREMENTS FOR ENROLMENT:

Completed enrolment form  
Certified copy of Student ID  
Certified copy of Sponsor ID

## ADDITIONAL DOCUMENTS FOR CREDIT APPLICATION:

Proof of residence (if applicable)  
3 months' payslip

## GENERAL INFORMATION

- Wifi and parking available for students
- Courses are run on student demand. Qualitas reserves the right to cancel any course and change prices without notice
- The full deposit is due before classes commence.
- A registration fee is payable to secure your place and is NOT REFUNDABLE.
- All credit applications are subject to undergo a credit assessment; they also need to supply necessary financial information and proof of earnings for reference purposes.
- The cost of field trips, excursions and additional consumables are not included in the course fees.
- Students will not be allowed to attend classes until all necessary forms have been properly completed and relevant payments made.
- Please take note of the cancellation policy on the enrolment form.
- During orientation shop day, certain kit items and disposables (including uniform, shows & towels) students will need to purchase themselves. The list will be provided with the registration. Some items that are part of the list, the school will pre-order, but it is for the student's account.
- Foreign students must pay the cash option. No terms available.



# COURSE BREAKDOWN

## TWO YEAR PROGRAMME

### FIRST YEAR: NATIONAL OCCUPATIONAL CERTIFICATE: BEAUTY THERAPIST

Mandatory Subjects Details	<b>THEORY &amp; PRACTICAL SUBJECTS:</b> Anatomy & Physiology I Business I – Including a Business Plan Hygiene & Ethics Basic Skincare – including lash & brow tint and shape Make-up: Day, Evening, Bridal Manicure & Pedicure – including Hot oil and Paraffin wax Waxing – including intimate and male waxing Body Therapy I – including massage, body analysis, exfoliation & body wraps Work integrated learning	National Occupational Certificate: Beauty Therapist <b>(Included)</b>  ITEC Beauty Specialist Diploma <b>(at extra cost)</b>
<b>Qualitas Value Add-ons (included in fees)</b>	Indian Head Massage Product house training Nutrition I	
<b>Elective Career Boosters (choose one or more at an extra cost)</b>	Brow Lamination Lash Lifting Threading Nail Technology Gel Systems Eyelash Extensions ( Classic & Hybrid methods) Henna Brows & Brow Mapping	

### SECOND YEAR: ITEC DIPLOMA IN ADVANCED BEAUTY THERAPY

<b>Mandatory Subject Details</b>	<b>THEORY &amp; PRACTICAL SUBJECTS:</b> Facial Electrotherapy Treatments Body Electrotherapy Treatments Pre-blended Aromatherapy Hot Stone Massage Product House Training (Advanced) Work Integrated learning  <b>THEORY ONLY SUBJECTS WITH INTEGRATED PRACTICAL:</b> Medical Aesthetics Theory (Anti-ageing, Acne, Pigmentation, Sun damage, Advanced Skin Analysis and entities) Anatomy & Physiology II Nutrition II  <b>ASSIGNMENTS:</b> Health & Safety practice in the Salon Working in Beauty related industries Client Care & communication  <b>INTEGRATED MASTER CLASSES:</b> Make-up (Advanced techniques) Waxing (Advanced techniques) & gaining experience	The one main International Examination fee for ITEC is compulsory and 50% of the exam cost is included in the fees, There is an annual ITEC Registration fee which Students also have to pay, as well as any additional ITEC Qualifications they want to enrol for.
<b>Qualitas Value Add-ons (included in fees)</b>	<ul style="list-style-type: none"> <li>Advanced Pedicure Foot Peel Treatments</li> <li>Facial Hot oil and Paraffin Treatments</li> <li>Dermaplaning</li> <li>Professional Brow Mapping Techniques</li> </ul>	*School kits to be used for selective Value add trainings *Kits can be provided at additional fees (if needed) *Qualitas Certificates of Competence where applicable *Additional ITEC qualifications can be obtained at extra cost
<b>Optional Elective Career Boosters (choose one or more at extra cost)</b>  Additional releases of new courses to be communicated	Chemical Peels Sugaring Lash Lifting Microneedling Henna Brows Brow Lamination Acrylic & Nail art options	Additional optional ITEC qualifications can be obtained (not compulsory)  Qualitas Certificates of Competence

\*Please note that course content breakdown is subject to change depending on curriculum developments and changes.





# BEAUTY & WELLNESS THERAPY

## 3<sup>RD</sup> YEAR OPTIONS

### ITEC DIPLOMA IN LASER AND LIGHT TREATMENTS AND/OR SALON MANAGEMENT COURSE STRUCTURE

Our ITEC International diploma in Laser and Light Treatments will enable students to gain the necessary practical and theoretical skills to provide advanced skincare treatments in the aesthetic field. This includes, but is not limited to laser and light treatments for various skin rejuvenation and hair removal applications. Furthermore, the diploma in Salon Management will enable students to manage the spa or salon environment effectively and to gain management employment in the beauty and aesthetic industry.

	ITEC DIPLOMA IN LASER AND LIGHT TREATMENTS	ITEC DIPLOMA IN SALON MANAGEMENT
<b>Course Requirements</b>	Before embarking on this course, students need a one or two year pre requisite qualification in Beauty Therapy or Health and Skincare Therapy, which includes Basic Skincare treatments and knowledge, as well as Anatomy 1 & 2. If Anatomy was not part of your qualification, the subject will be additional to your syllabus at an extra cost.	Before embarking on this course, students need a two-year minimum pre requisite qualification in Beauty Therapy or Health and Skincare Therapy.
<b>General Information</b>	This diploma runs for six months during which students will complete theory and practical classes. After the six months, students have until the end of the year to complete their case studies and experiential hours (200 hours in total). At the end of the year, students need to hand in all case studies and assignments and pass both Qualitas and ITEC theoretical and practical examinations in order to be competent.	This diploma runs for one year during which students will complete theory and practical classes including case studies and experiential hours (200 hours in total). At the end of the year, students need to hand in all case studies and assignments and pass both Qualitas and ITEC theoretical and practical examinations in order to be competent in Salon Management. Please note that practical subjects will include a training kit, which is liable for an additional fee per module.
<b>Cost</b>	Non-refundable upfront registration fee: R4800.00 Course Cost Cash Option valid until 01 <sup>st</sup> of May 2026: R38 200.00 Course Cost Monthly Option valid till 30 Nov 2026: R40 500.00 (monthly payments of R4050 over 10 months)	Non-refundable upfront registration fee: R4800.00 Course Cost Cash Option valid until 01 <sup>st</sup> of May 2026: R42 500.00 Course Cost Monthly Option valid till 30 Nov 2026: R45 100.00 (monthly payments of R4510 over 10 months)
<b>Qualification Pathway</b>	To qualify, students entering this program will fall into one of two categories, depending on their previous qualification. Any student with a two-year Beauty Therapy qualification can progress directly into our Laser and Light Treatment Diploma. The syllabus of students, who enter our qualification from another institution, will be assessed to ensure all requirements are met. Students with any one-year qualification in Beauty Therapy will be required to complete additional subjects at an additional fee: <ul style="list-style-type: none"><li>• Anatomy and Physiology II – R400.00</li><li>• Advanced Skincare – R5000.00 (5 modules)</li><li>• Electrical Science</li><li>• Advanced Skin Analysis</li><li>• Acne &amp; Extractions</li><li>• Pigmentation</li><li>• Sun Damage</li></ul>	To qualify, any student with a two-year Beauty Therapy qualification can progress directly into our Spa Management Diploma. The syllabus of students, who enter our qualification from another institution, will be assessed to ensure all requirements are met.



<b>Syllabus</b>	<b>OUR DIPLOMA INCLUDE FIVE MANDATORY SUBJECTS:</b> <ul style="list-style-type: none"><li>• Physiology of Ageing (including Botox/Fillers/Skin Boosters theory and demonstrations) – where therapists can and cannot practice.</li><li>• Laser and Light Treatments for Skin Rejuvenation theory and practical including IPL, NdYag and Carbon Laser Treatments</li><li>• Laser and Light Treatments or Hair Removal theory and practical. Theory and practical are included, with an in-depth look at different machines available for best results, principles of skin healing and function of endocrine system with its effect on hair growth.</li><li>• Management of Health, Safety and Security in the Salon</li><li>• Advanced Aesthetic Treatments theory and practical including Acne, pigmentation, scarring and ageing protocols</li></ul>	<b>OUR DIPLOMA INCLUDE EIGHT MANDATORY SUBJECTS:</b> <ul style="list-style-type: none"><li>• Quality Management of Client Care in the Hair and Beauty Sector</li><li>• Sales Management in the Hair and Beauty Sector</li><li>• Public Relations (PR) in the Hair and Beauty Sector</li><li>• Management of Health, Safety and Security in the Salon</li><li>• Salon Management</li><li>• Physiology of Ageing (including Botox/Fillers/Skin Boosters theory and demonstrations) – where therapists can and cannot practice.</li><li>• Laser and Light Treatments for Skin Rejuvenation theory and practical including IPL, NdYag and Carbon Laser Treatments</li><li>• Laser and Light Treatments or Hair Removal theory and practical. Theory and practical are included, with an in-depth look at different machines available for best results, principles of skin healing and function of endocrine system with its effect on hair growth.</li></ul>
	<b>THE DIPLOMA INCLUDES ELECTIVE SUBJECTS, OF WHICH A MINIMUM OF TWO MUST BE SELECTED AS PART OF THE DIPLOMA:</b> <ul style="list-style-type: none"><li>• Microneedling</li><li>• Chemical Peels (kit includes on product house protocol items – additional products house kits at extra cost)</li><li>• Plasma Pen (kit at extra cost)</li><li>• Skin lesion removal (kit at extra cost)</li><li>• Hifu applications theory and practical</li></ul> <b>Additional units can be done at extra cost.</b>	<b>THE DIPLOMA INCLUDES ELECTIVE SUBJECTS, OF WHICH A MINIMUM OF TWO MUST BE SELECTED AS PART OF THE DIPLOMA.</b> <ul style="list-style-type: none"><li>• Research in the hair and beauty sector</li><li>• Salon design for the hair and beauty sector</li><li>• IT and data handling in the hair and beauty sector</li><li>• Marketing in the hair and beauty sector</li><li>• Human resource management within the hair and beauty sector</li><li>• Intimate waxing for female clients</li><li>• Intimate waxing for male clients</li><li>• Apply micro dermabrasion</li><li>• Apply individual permanent lashes</li><li>• Apply airbrush makeup to the face</li><li>• Plasma Pen (kit at extra cost)</li><li>• Skin lesion removal (kit at extra cost)</li><li>• Hifu applications theory and practical</li></ul> <b>Additional units can be done at extra cost.</b>

